

1/5/2016



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# City of Arcadia Student Film Permit Application

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Welcome to Arcadia. You have made an excellent selecting our community for filming. The picturesque background of the San Gabriel Mountains, the expansive Santa Anita Park, the idyllic Los Angeles County Botanical Garden (formerly the Arboretum), busy Westfield Shopping town, and the beautiful homes on tree-lined streets provide a variety of settings for your production.

In addition to the film-friendly environment of the community, our City staff makes every effort to assist you through the permit process. The attached information packet, with step-by-step instructions, provides all the forms and guidelines you will need to apply for your film permit.

We pride ourselves on our helpfulness. If you should have any questions, please call our Business License official at (626) 574-5430.

Cordially,

Dominic Lazzaretto  
City Manager



## **NOTICE TO FILM APPLICANT**

The City of Arcadia desires to advise the film permit applicant that the City of Arcadia does not require the payment of any fee or donation separate from and additional to that required by City Ordinance for the submission of a film permit application.

Notwithstanding the foregoing, the City has been informed by all Arcadia Homeowners Associations, individually "Association", that in order to mitigate any inconvenience to residents within the boundaries of the Association, the Association would appreciate consideration by the applicant regarding making a donation to the Association. The Associations have suggested that a donation be two hundred dollars (\$200.00) for the first day of each production and seventy-five dollars (\$75.00) for each day thereafter. The City of Arcadia advises the film permit applicant that the amount of any such donation is a matter for the applicant to decide, and any such donation should be made directly to the Association (and not the City of Arcadia).

A list of Homeowners Associations within the City and the appropriate contact person is available on the City's web site:

1. [www.arcadiaca.gov](http://www.arcadiaca.gov)
2. Click on "About Arcadia"
3. Click on "Homeowner's Association Area Map & Members"



## CITY OF ARCADIA FILMING INFORMATION AND GUIDELINES

### **Film Permit:**

Is required for motion pictures, television shows, commercials, videotapes, and commercial still photography. Charitable and student films must obtain a permit and reimburse the City for the cost of personnel and equipment but are exempt from permit fees.

Charitable organizations must qualify as such under Section 501(c)(3) of the Internal Revenue Code. Student film productions will require written confirmation of their status from the educational institution where the student is enrolled.

The provisions of this policy do not apply to the news media, or to an individual taking photographs or video for non-commercial purposes.

### **Fee Schedule:**

Basic fees are \$272.95 for the first day and \$81.89 for each additional day and/or for each additional location where filming will be conducted. There is a \$10 processing fee as well as \$1 per SB 1186.

Additional fees will be charged at the prescribed rate for police and/or fire personnel when they must be present at the scene. Use of any City owned equipment, property, or signs is an additional charge.

Receipt of the total estimated fees is required prior to filming. If the estimated fees are less than the deposit, a refund will be processed and should be received within three (3) weeks from the completion of your filming. If the City services you receive exceed the estimated fees, your company will receive an invoice of the balance due from the Administrative Services Department.

### **Insurance Requirements:**

Applicant shall maintain public liability and property damage insurance to protect the applicant and the City during the entire period of the production in the amount of not less than one million dollars (\$1,000,000). The certificate of insurance shall show the City of Arcadia and Arcadia Redevelopment Agency (if applicable) as an additional insured when applicable. The certificate shall not be subject to cancellation or modification until after thirty (30) days written notice to the City of Arcadia. The City Attorney must approve it.

An applicant shall conform to all applicable federal and state requirements for Workers' Compensation Insurance for all persons operating under a City permit and shall provide proof of such coverage satisfactory to the City.

Charitable and student films are eligible for exemption from the insurance requirements subject to approval in writing by the City Manager or designee.

Submit Certificate of Insurance to:  
City of Arcadia  
240 W Huntington Dr  
Arcadia CA 91007

Fax Number: 626-821-4336

### **Indemnity/Hold Harmless**

Neither the City, its officers and employees shall be responsible for loss or damage to the property or person of applicant or applicant's agents, officers, or employees. Applicant (permittee) shall defend and indemnify the City

with regard to any claims, losses, suits, liability, or damages that arise out of or are in any way related to this permit and the activities of permittee hereunder.

**Applications:**

Must be submitted a minimum of five (5) working days prior to the proposed filming activity. Working days are defined as days that City Hall is open. Productions involving traffic control, special effects, fire watch, or other conditions where City personnel must be assigned will require a minimum of two (2) additional days for processing.

**Film Location(s):**

Must be listed by numerical and street address, as well as business name, if the filming is in a commercial area.

**Dates & Times of Filming Activity:**

Filming is allowed between the hours of 7:00 a.m. and 10:00 p.m., Monday through Saturday. Sunday filming is allowed from 9:00 a.m. until 7:00 p.m. in commercial areas only.

\*Important Note: No Sunday filming is allowed in any residential area of the City.

Requests for filming beyond the permitted hours or overnight filming permits must have the approval of the City Manager or designee.

Filming is limited to three (3) times per quarter in the residential area, which could include more than one day of filming under the same permit.

**City Personnel Requirements:**

1. Traffic Control - All productions involving traffic diversion or intermittent traffic control (ITC) require the assignment of Arcadia Police officers. This includes any placement of cameras or filming equipment upon any sidewalk, street, or roadway.
2. Special Effects - All pyrotechnics, explosive charges, discharge of firearms, helicopter use, burn scenes, or other effects or stunts which may cause disruption to the surrounding area, unduly alarm or concern neighboring residents and/or businesses or pose a potential for danger will require the assignment of police and/or fire personnel. A permit is required from the Arcadia Fire Department.
3. Use of Generators - The use of all generators will be evaluated by the Arcadia Fire Department. Use of generators at the Botanical Garden (Arboretum), in any brush-covered lands, or any other locale deemed a fire hazard area will require the assignment of fire personnel.
4. Obstruction or Hazard Areas - Fire personnel will be required on all interior productions where generators, lights, or other filming equipment present a fire hazard and/or where set decorations or props may obstruct exits, access ways, or other building fire protection systems.
5. Tents - A permit is required for tents over 200 sq. ft. and canopies over 400 sq. ft.
6. Temporary Structures - All temporary structures will require inspection by the Arcadia Fire Department and may require the assignment of a Fire Services Officer.
7. Production Size - Any film production with a staff of over 40 people and/or more than 15 production vehicles will require the assignment of police officer(s) to ensure compliance with permit conditions and to

mitigate any parking, noise, congestion, or problems that might unduly effect the surrounding areas or quality of life of neighbors.

Police Officers are assigned for a six (6) hour minimum. The number of officers assigned to a production and the length of time they will remain on site is determined by the City Police Department on a case-by-case basis.

Fire Safety Officers are assigned as required by the State Fire Marshal and/or City safety regulations. They are assigned for a six (6) hour minimum. The number of Fire Safety Officers and the length of time they will remain on site is determined by the City Fire Department on a case-by-case basis.

Police officers and firefighters are employees of the City, not the production company. They will enforce all permit requirements, laws, and City regulations.

A twenty-four (24) hour written notice is required if you need to cancel or change call times or make staff changes. Contact the Business License Office at 626-574-5430; office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday and alternate Fridays 7:30 a.m. to 4:30 p.m. If you need to make changes when the Business License Office is closed contact the Police Department, Watch Commander, at 626-574-5156 and the Fire Department, Truck Captain, at 626-574-5102.

Cancellations are to be done in writing to the Business License Office and must be received at least 24 hours in advance of filming. Cancellations within 24 hours of filming are subject to Police and Fire minimum fees.

Exception: Any filming, regardless of the number of people and/or vehicles, which is determined by the City Manager or designee to be of a potential public safety problem may require the assignment of police officer(s).

**Permission of Neighbors/Businesses:**

Notification shall be provided to all residents and/or businesses within a 250 foot radius of the proposed film location property lines. Signatures shall be obtained from at least 75% (Form #4) of those residents/businesses affected by the film production. Said signatures shall be on a form provided by the City detailing the proposed filming activities including times, dates, parking, traffic control measures, etc.

**Site Parking:**

When parking production vehicles in residential neighborhoods, all vehicles must be parked on one side of the street. Such parking allows for the free movement of persons residing in the area and access for emergency vehicles.

In residential areas, actors and crew must be brought to the scene by bus or other single transportation.

A parking plan (Form #5) for production vehicles must be submitted with the permit application.

**No Parking Signs:**

Whenever the posting of "No Parking" signs is required, acquisition of signs from the City and the posting shall be the responsibility of the production company. For compliance with California Vehicle Code regulations, all posting must occur at least 24 hours prior to the start of the no parking period. Signs must indicate the dates and time the temporary "No Parking" is in effect.

**Overnight Parking:**

Overnight parking of vehicles on city streets is prohibited in Arcadia. Large productions involving multiple days of filming may request permission for overnight parking. Overnight parking requests will be evaluated on a case-by-case basis and approved by the City Manager or designee.

**Fire/Life Safety Requirements and Specialized Permit Conditions:**

Specialized permits shall be required from the Arcadia Fire Department for productions using tents, canopies, and air-supported membranes and structures.

A separate specialized permit is required when special effects and/or pyrotechnics are used. (See section entitled "Fire Department/Fire Prevention Bureau Standard Operations Procedure Fire/Life Safety Requirements" included in this application packet).

Any helicopter use shall require the approval of the Arcadia Fire Department, the Arcadia Police Department and Development Services Division.

All productions shall adhere to the requirements of the State Fire Marshal and the Arcadia Fire Department with regard to fire/life safety issues. (See Arcadia Fire Department handout for specifications and regulations.)

**Clean Up Measures:**

The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the clean up of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site. Clean up costs incurred by the City will be deducted from any potential refunds or billed to the production company.

**Revocation of Permit/Denial of Application:**

The City Manager or designee may revoke the film permit if any of the following circumstances occur:

1. There has been a misrepresentation in the permit application with respect to the nature of the film activity, the number of personnel or equipment, or other relevant matter.
2. Where the filming activity, as conducted, has become a hazard to persons or property, or unduly disruptive to neighboring residents and/or businesses.
3. Where the film activity goes beyond the hours specified in the film permit.
4. Where any provisions of the fire/life safety requirements have not been corrected after notification by police/fire personnel.
5. For failure to comply with insurance requirements and maintain satisfactory insurance at all times during applicant's activities in the City.
6. Failure to abide by and comply with the terms and conditions of this permit. Revocation for any of the reasons set forth above shall be grounds to deny subject applicant subsequent permits.



## CITY OF ARCADIA FILM PERMIT APPLICATION INSTRUCTIONS



The film permit packet you have received is designed to provide you with all the forms and information you will need to complete your film application process. Please read the material carefully. If you have questions after reviewing the packet, the City Business License official will be happy to assist you.

Submit your application to:

City of Arcadia  
Development Services Department, Business License Office  
240 West Huntington Drive  
Arcadia, California 91007  
Phone: (626) 574-5430

1. The entire application must be completed before processing can begin. **Incomplete applications will not be processed.**
  - a. **Film Permit Application** (Form #1) - is your primary information form for the City. Please note the film cancellation policy and waivers as your signature binds you to the agreement.
  - b. **Permission to Use Property Form** (Form #2) - is required for all filming on private property (commercial or residential).
  - c. **Proposed Filming Activity Summary Sheet** (Form #3) - must be mailed or hand delivered to all residences and/or businesses within 250 feet of the film location.
  - d. **Permission From Adjacent Area** (Form #4) - written authorization from property owners (residential and/or business) must be obtained from 75% of all persons within 250 feet of the production site. Carefully note the requirements at the top of Form #4.
  - e. **Parking and Location Diagram** (Form #5) - is required for all productions. Parking in residential areas is limited to one side of the street to allow for fire and neighborhood access.
  - f. **Rider for Film Permit** (Form #6) - after the initial application, any and all changes proposed for a production must be noted on this form and submitted to the Business License Office for approval.
  - g. **Estimated Fees for Filming** (Form #7) - a Business License official will assist you with estimating fees for your production. Fees must be pre-paid and filed with your application. If additional fees or charges are incurred, they will be billed to the production company after completion of the project.
  - h. **Pyrotechnics/Special Effects Permit** (Form #8) - must be submitted when any pyrotechnic device is used, or when special effects consist of explosive charges, discharge of firearms, burn scenes, or any other effects or stunts that pose a potential for danger or disruption to individuals or the surrounding area.
  - i. **Helicopter/Aircraft Permit** (Form #9) - any use of a helicopter, or aircraft of any nature will require the approval of the Police and Fire Departments as well as Development Services Department. Compliance with all FAA licensing and applicable regulations shall be required.
2. If you are claiming fee exemption as a charitable organization or student production, you must attach a letter from the school, or proof of charitable status as defined by Section 501(c)(3) of the Internal Revenue Code, at the time you submit your application.
3. Police officers and/or firefighters may be assigned to your production site pursuant to the requirements specified in the "Filming Information and Guidelines" handout.
4. The City is pleased to assist you in successfully completing your production. Adhering to the following will ensure that safety concerns are addressed and any chance of disruption on the site will be minimized:

- a. Have the location manager or production manager check in with the police officer(s) and/or Fire Safety Officer(s) on scene. The City personnel will be your liaison at the production site. If City personnel are not assigned to your production and you need assistance please contact the Business License Office.
  - b. Maintain a copy of your City film permit and all other necessary permits at the filming location. The permit(s) must be available for inspection by City staff upon request.
  - c. Check walking surfaces and be sure there are no obstructions or tripping hazards and that all cable or wiring runs are properly protected.
  - d. Obey all traffic laws and regulations. Ensure that equipment and vehicles are legally parked, clear of fire lanes, exits, and hydrants.
  - e. Do not obstruct driveways or other property. Free access to property must be maintained unless permission has been specifically granted in the permit to restrict an area.
  - f. If your production has been authorized for intermittent traffic control (ITC) or other traffic regulation, the officer(s) assigned to the production site will work with you to meet your filming needs. Keep in mind that traffic disruption must be kept to a minimum and the primary concern of the officer(s) is traffic and pedestrian safety.
  - g. The police officer(s) and/or Fire Safety Officer(s) assigned to your production are not for security purposes. If you require security, you must provide your own personnel or make prior arrangements with the Arcadia Police Department to hire personnel specifically for security assignment.
  - h. Carefully review the handouts on "Fire/Life Safety Requirements." This material provides you with information on all applicable codes and regulations with which you must comply while filming in Arcadia.
5. Upon completion of your production, we encourage you to comment upon the services you received from the City of Arcadia. You may direct your comments to the City Manager. It is our desire to have you use the City of Arcadia as a production site for future activity.



## CITY OF ARCADIA FILM PERMIT APPLICATION

PRODUCTION TITLE:		TYPE OF FILM:	
PRODUCTION CO.:		LOCATION MANAGER:	
ADDRESS:		CITY:	
STATE:	ZIP:	PHONE NO.:	
LOCATION SERVICE REP./AGENT:		PHONE NO.:	
PERMIT SERVICE:		PHONE NO.:	
SIGNATURE OF FILM COMPANY REP.:		DATE:	

By signing this application, production company has reviewed and will adhere to Arcadia filming instructions, regulations, and conditions.

### LOCATIONS

Type of Property:     Business     City Sidewalk     City Street     Park     Residential Property  
 Botanical Garden (Arboretum)     Other \_\_\_\_\_

Venue:     Indoors     Outdoors

List addresses of locations:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

Film Dates:		Times:		Location #:	
Film Dates:		Times:		Location #:	
Film Dates:		Times:		Location #:	
Film Dates:		Times:		Location #:	
Construction Dates:		Times:		Location #:	
Strike Down Dates:		Times:		Location #:	

Pre-filming construction at location:     Yes     No    If yes, please describe: \_\_\_\_\_

<b>SPECIFY TOTAL NO. OF PRODUCTION VEHICLES BELOW:</b>						Total No. of Cast/Crew:		
Condors	_____	Picture Cars	_____	Shuttles	_____	Trucks	_____	
No parking signs required:						<input type="checkbox"/> Yes <input type="checkbox"/> No	Production vehicles will be parked in street	<input type="checkbox"/> Yes <input type="checkbox"/> No

*A scaled plan is required for all filming activities which require parking or occupancy of any vehicle, equipment, or person associated with filming activity on the public right-of-way.*

FILMING ACTIONS: (Check EVERY item. If yes, write all location #'s that apply, i.e., running shots 1, 3).

YES	NO	TYPE	LOCATION #	YES	NO	TYPE	LOCATION #
<input type="checkbox"/>	<input type="checkbox"/>	Interior Dialogue		<input type="checkbox"/>	<input type="checkbox"/>	Nudity	
<input type="checkbox"/>	<input type="checkbox"/>	Exterior Dialogue		<input type="checkbox"/>	<input type="checkbox"/>	Music Playback	
<input type="checkbox"/>	<input type="checkbox"/>	Camera in Curb Lane		<input type="checkbox"/>	<input type="checkbox"/>	Refuelers*	
<input type="checkbox"/>	<input type="checkbox"/>	Camera on Sidewalk		<input type="checkbox"/>	<input type="checkbox"/>	Generator AMP	
<input type="checkbox"/>	<input type="checkbox"/>	Street/Lane Closure		<input type="checkbox"/>	<input type="checkbox"/>	Special Effects *	
<input type="checkbox"/>	<input type="checkbox"/>	Drive By's		<input type="checkbox"/>	<input type="checkbox"/>	Smoke Effects	
<input type="checkbox"/>	<input type="checkbox"/>	Drive Up's Away's		<input type="checkbox"/>	<input type="checkbox"/>	Pyrotechnics*	
<input type="checkbox"/>	<input type="checkbox"/>	Drive w/Flow of Traffic		<input type="checkbox"/>	<input type="checkbox"/>	Helicopter/Aircraft*	
<input type="checkbox"/>	<input type="checkbox"/>	Running Shots		<input type="checkbox"/>	<input type="checkbox"/>	Welding*	
<input type="checkbox"/>	<input type="checkbox"/>	Tow Shots		<input type="checkbox"/>	<input type="checkbox"/>	Tents/Canopies*	
<input type="checkbox"/>	<input type="checkbox"/>	ITC		<input type="checkbox"/>	<input type="checkbox"/>	Animals (If yes, describe): _____	
<input type="checkbox"/>	<input type="checkbox"/>	Wet Down		<input type="checkbox"/>	<input type="checkbox"/>	Other (If yes, describe): _____	
<input type="checkbox"/>	<input type="checkbox"/>	Police Escort					

Pyrotechnician: \_\_\_\_\_ License Number: \_\_\_\_\_

\*Arcadia Fire Department Permit Required

DESCRIBE FILM ACTIVITY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CANCELLATION POLICY:** Filming must be cancelled, in writing, 24 hours prior to your shoot or police and fire minimums will be due and payable.

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

Permittee waives all claims against the City, its officers, agents, and employees for loss or damage caused by, arising out of or in any way connected with the exercise of this permit, and permittee agrees to save harmless, indemnify, and defend City, its officers, agents, and employees from any and all loss, damage, or liability which may be suffered or incurred by City, its officers, agents, and employees caused by arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of City.

The City of Arcadia and its designee shall have the right to inspect the premises covered by this permit at any or all times. General City regulations for filming are attached to this application. If you do not have a copy of these regulations. please request it from the Business license Office.

The City may terminate this permit at any time if permittee fails to perform any covenant herein contained at the time and in the manner herein provided. The City agrees it will not unreasonably exercise this right of termination.

The Permittee agrees to furnish the City of Arcadia evidence of insurance consistent with application instruction.

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FOR CITY USE ONLY

<b>FEES PAID:</b>	<b>ATTACHMENTS:</b>		
Permit _____	Agreements _____	Insurance _____	
Location _____	Signatures _____	MS Faxed _____	
Police _____	Parking Plan _____	PHS Faxed _____	
Fire _____	Notification _____		
Other _____			

APPROVALS:

Police Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Requirement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Manager or designee: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY OF ARCADIA  
PERMISSION TO USE PROPERTY FOR FILMING**

I hereby give permission for \_\_\_\_\_ to use the  
(Film Company)

property located at \_\_\_\_\_ for the purpose of  
(Address)

filming on the following date(s) \_\_\_\_\_

and time(s) \_\_\_\_\_  
\_\_\_\_\_.

I also understand that a copy of the City of Arcadia's Filming Information and Guidelines is available at City Hall, Business License Office, by calling (626) 574-5430 and will be mailed upon request.

**OWNER(S) OF PROPERTY**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number



**CITY OF ARCADIA  
PROPOSED FILMING ACTIVITY SUMMARY SHEET**

Date of Notice: \_\_\_\_\_

Dear Resident:

This letter is to inform you that the production company listed below is proposing to film in your neighborhood at the following location:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Location of filming: \_\_\_\_\_

Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of vehicles parked on city streets in the area: \_\_\_\_\_

Date(s) of filming: \_\_\_\_\_

Hours of filming: \_\_\_\_\_

Other special conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The production company shall behave in a courteous manner and shall keep the noise level as low as possible during the duration they are in your neighborhood.

If you have any concerns, conflicts, or questions regarding the filming or the parking of vehicles, please contact \_\_\_\_\_ at ( ) \_\_\_\_\_ - \_\_\_\_\_, or call the Arcadia Business License Office at (626) 574-5430. Thank you.



**CITY OF ARCADIA  
PERMISSION FROM ADJACENT AREA**

A notification letter on your company stationery must be distributed to property owners and tenants within a 250 foot radius of the property lines of the filming location. Written permission is required from property owners or tenants impacted by filming or parking occurring in front of their property. If filming is to take place in the rear of a property, written permission is also required from owners and tenants abutting the rear of the film location.

We, the undersigned, have been aware that \_\_\_\_\_  
(Company)

is scheduled to film at \_\_\_\_\_  
(Address)

Arcadia, California on \_\_\_\_\_  
(Dates and Times)

The regular working hours (including set up and take down) will be from \_\_\_\_\_

To \_\_\_\_\_; \_\_\_\_\_ equipment vehicles necessary for the filming  
(how many)  
activity parked on our City street.

SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We hereby state that we raise no objections to the above referenced filming activity.

	PRINT NAME	ADDRESS	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Signatures of minor or hired staff are not acceptable and are checked at random for credibility. Copies of the regulations governing filming activities in the City of Arcadia are available at the Business License Office by calling (626) 574-5430.



**CITY OF ARCADIA  
PARKING AND LOCATION DIAGRAM**

Permit #: \_\_\_\_\_

Production Title: \_\_\_\_\_ Production Co.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Filming Dates: \_\_\_\_\_ Times: \_\_\_\_\_ Posting: \_\_\_\_\_

1. Draw your location street (show the nearest intersection) and show all surrounding addresses.
2. Check ✓ each address where the property owner provided a signature.
3. Place a series of **XXXX**'s in front of those addresses where you plan to park or want the option of parking.

NOTE: Film company representatives and safety officers: Company shall park in front of those addresses where a signature was obtained. Officers shall check with location manager to see if he/she obtained additional signatures recently. Fire trucks require 20 feet of clearance in the roadway. As a result, the company shall only park on one side of the street, unless the on-site officer determines that there is adequate clearance and motorist visibility with parking on both sides of the street.

4. Please write down the number of vehicles (generators, etc.) you plan to bring.
5. Please see sample on back of page.

Please indicate red, yellow, no parking, and bus zones.

Please show camera placements with a **Ƨ**, dolly tracks with a **III**, and generator with a **◆**

Total # of vehicles: \_\_\_\_\_



**APPROVALS:**

Business License Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Police Dept. Representative: \_\_\_\_\_ Date: \_\_\_\_\_

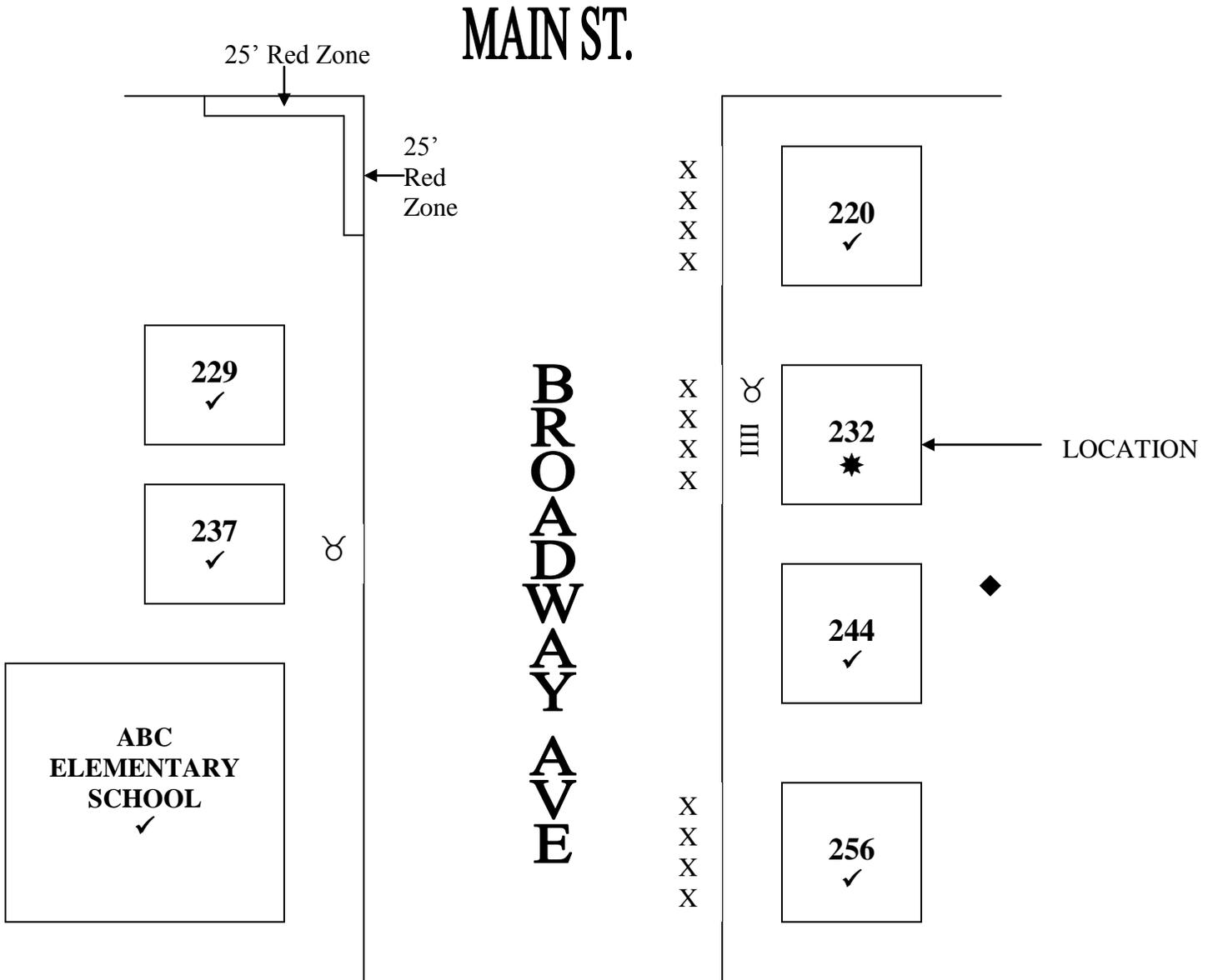
Requirement: \_\_\_\_\_

# SAMPLE

Please indicate red, yellow, no parking, and bus zones.

Please show camera placements with a ⚡, dolly tracks with a IIII, and generator with a ◆

Total # of vehicles: 16





CITY OF ARCADIA
RIDER FOR FILM PERMIT

RIDER #: \_\_\_\_\_

Permit No.: \_\_\_\_\_

Date: \_\_\_\_\_

Production Title: \_\_\_\_\_ Production Co.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Filming Dates: \_\_\_\_\_ Times: \_\_\_\_\_ Posting: \_\_\_\_\_

Describe Change(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Table with 5 columns: DATE(S), HOURS, FILM, CONSTRUCT, STRIKE. Each column contains four horizontal lines for data entry.

Police Requirement: \_\_\_\_\_ By \_\_\_\_\_ Canceled in time Yes [ ] No [ ]
Fire Requirement: \_\_\_\_\_ By \_\_\_\_\_ Canceled in time Yes [ ] No [ ]
Public Works Requirement: \_\_\_\_\_ By \_\_\_\_\_ Canceled in time Yes [ ] No [ ]

Except as amended above, all other terms and provisions of the original permit shall remain in force. When signed by a City Official, this Rider becomes part of, and must be attached to the original permit at all times.

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
City Official

FOR OFFICE USE ONLY

ADDITIONAL FEES:

Permit \_\_\_\_\_
Police \_\_\_\_\_
Fire \_\_\_\_\_
Location \_\_\_\_\_
Miscellaneous \_\_\_\_\_
TOTAL \_\_\_\_\_

ADDITIONAL ATTACHMENTS:

Agreements \_\_\_\_\_
Signatures \_\_\_\_\_
Parking Plan \_\_\_\_\_
Notification \_\_\_\_\_



**CITY OF ARCADIA  
ESTIMATED FEES FOR FILMING**

Production Co: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Production Title: \_\_\_\_\_ Location Manager: \_\_\_\_\_

**Film Permit Fees:**

*Basic fees are \$ 265.00 for the first day and \$ 79.50 for each additional day for each location where filming will be conducted.*

	<u>Location #1</u>	<u>Location #2</u>	<u>Location #3</u>	<u>Location #4</u>
First Day Fee				\$
Add'l day(s)				
				Total permit fee: \$

**Police Department Fees:**

Personnel	<u># of Personnel</u>	<u># of Hours</u>	<u>Rate</u>	<u>Total</u>
Police Officer			\$110.00/hr	\$
Police Sergeant			\$145.00/hr	
City Flight Coord.			\$ 66.00/hr	
Comm. Ser. Officer			\$ 55.00/hr	

Equipment:	<u># of Unit(s)</u>	<u># of Hours</u>	<u>Rate</u>	<u>Total</u>
Police Unit			\$ 20.00/hr	
Motorcycle Unit			\$ 8.00/hr	
Wagon			\$ 10.00/hr	
Other				

**Fire Department Fees:**

Personnel	<u># of Personnel</u>	<u># of Hours</u>	<u>Rate</u>	<u>Total</u>
Firefighter		(Min. 6 hours)	\$ 125.00/hr	\$
Captain			\$ 125.00/hr	
Inspection			\$ 125.00/hr	

Equipment:	<u># of Unit(s)</u>	<u># of Hours</u>	<u>Rate</u>	<u>Total</u>
Truck Company			\$275.00/hr	
Engine			\$275.00/hr	
Utility			\$ 10.20/hr	
Rescue/Ambulance/Other			\$180.00/hr.	

<b>TOTAL ESTIMATE: \$</b>
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*Estimated Charges must be paid prior to filming. Overpayment will be refunded to the filming company or the City will bill additional fees. Please complete the requested information for refund and billing purposes. Incomplete information may delay your refund. Rates are subject to change without notice.*



**CITY OF ARCADIA  
PYROTECHNICS/SPECIAL EFFECTS PERMIT  
ARCADIA FIRE DEPARTMENT - FIRE PREVENTION BUREAU**

This form must be completed whenever any pyrotechnic device is used, or when special effects consist of explosive charges, discharge of firearms (including blanks), burn scenes, automobile crashes, chase scenes, or any type of jumps involving automobiles, motorcycles, or people. Any stunt which by its nature poses a potential for danger or disruption to individuals or the surrounding area must be detailed below.

Production Title: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Special Effects Coordinator: \_\_\_\_\_ License No. \_\_\_\_\_  
Pyrotechnician Name: \_\_\_\_\_ License No. \_\_\_\_\_

List Name of Assistants and License Numbers:

NAME	LICENSE NUMBER
_____	_____
_____	_____
_____	_____

1. Type and Quantity of Special Effects Materials Being Brought to Location: \_\_\_\_\_
2. Type of Vehicle to Transport Pyrotechnic Materials: \_\_\_\_\_
3. Type of Fire Suppression Equipment and Standby Personnel to be Provided: \_\_\_\_\_
4. Detailed Description of Activity (attach additional pages if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that applicant will carry out the proposed activity in accordance with the Health and Safety Code, Title 19, fireworks laws and regulations, and any other laws applicable thereto. All fire and life safety procedures as required by federal, state and local regulations will be followed.

Signature of Applicant/Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CITY USE ONLY**

Fire Dept. Review and Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Dept. Condition(s): \_\_\_\_\_

Police Dept. Review and Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Dept. Condition(s): \_\_\_\_\_



# CITY OF ARCADIA HELICOPTER/AIRCRAFT PERMIT

FORM #9

This form must be completed when any type of aircraft is used during a film production. A detailed flight plan and diagram of approach and takeoff paths for off-airport/heliport landings must also be attached.

Production Title: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Special Effects Coordinator: \_\_\_\_\_ License Number: \_\_\_\_\_

PILOT NAME	CERTIFICATE NUMBER	AIRMAN'S CERTIFICATE CLASS	RATINGS & LIMITATIONS

Aircraft Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Insurance Company of Aircraft: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
Injury and Damage Liability Limits: \_\_\_\_\_  
Aircraft(s) Type: \_\_\_\_\_  
Make and Model of Aircraft(s): \_\_\_\_\_  
F.A.A. Registration Number(s): \_\_\_\_\_

Location and Description of Landing Zone: \_\_\_\_\_  
Other Landing Zone(s): \_\_\_\_\_  
Description of Flight Path: \_\_\_\_\_  
Proposed Minimum Flight Altitude (excluding proposed landings): \_\_\_\_\_  
Location of Refueling Station: \_\_\_\_\_  
Number of Aircraft(s) Simultaneously In Flight: \_\_\_\_\_  
Number of Landings: \_\_\_\_\_ Expected Flight Hours: \_\_\_\_\_  
Hours of Operations: \_\_\_\_\_ Nighttime Operation: YES  NO

Detailed Description of Activity (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant/Permittee: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR CITY USE ONLY

City Flight Coordinator Review and Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City Flight Coordinator Condition(s): \_\_\_\_\_

Fire Dept. Review and Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Dept. Condition(s): \_\_\_\_\_

Police Dept. Review and Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Dept. Condition(s): \_\_\_\_\_



## CITY OF ARCADIA HELICOPTER/AIRCRAFT PERMIT REGULATIONS

1. FAA Certificates:

A valid air-worthiness certificate for the aircraft issued by the Federal Aviation Agency shall be in effect for all aircraft used in the filming. Pilots must possess a valid airman's certificate as appropriate for the type and use of the aircraft flown as well as a valid medical certificate issued by the Federal Aviation Agency. A representative from the City shall have the right to inspect all certificates issued by the Federal Aviation Agency as required by the Federal Aviation Regulations.

2. Off-Airport/Heliport Helicopter Landing Zone:

Landing Zones for helicopters must be approved by both the Police and Fire departments. An on-site inspection of the landing zone shall be conducted by the City Flight Coordinator who shall inspect the proposed landing zone for suitability, safety, approach paths, and take-off paths. The Flight Coordinator shall review such plans with the pilot and location manager.

Landing zones shall not be established within 300 feet of a public or private school.

3. Refueling of Aircraft

Refueling of aircraft at the proposed landing zone must be approved by the Fire Department. An on-site inspection of the refueling area and refueling apparatus may be necessary by a representative of the Fire Department as designated by the Fire Chief.

4. Insurance Required:

All helicopters utilizing approved landing zones within the City of Arcadia shall maintain in full force and effect liability insurance in the sum of at least five million and no/100 dollars (\$5,000,000.00) combined limit for bodily injury and property damage per accident, naming the City of Arcadia and Arcadia Redevelopment Agency (if applicable) as an additional insured.

5. Compliance with Regulations:

No person shall operate any helicopter within or above the City except in conformity with all applicable safety rules, regulations, manuals and directives of the Federal Aviation Agency and of the City, including all regulations relating to minimum safe altitudes.



**CITY OF ARCADIA  
FIRE DEPARTMENT/FIRE PREVENTION BUREAU  
STANDARD OPERATIONS PROCEDURE  
FIRE/LIFE SAFETY REQUIREMENTS**

**Introduction:**

This regulation has been designed to identify and address the hazards associated with "on location" filming and lists the steps to be taken to mitigate those hazards. It is intended to be used in conjunction with the California State Fire Marshal's Film Industry Fire/Life Safety handbook, and accepted fire prevention practices to develop cooperation and consistency between the Arcadia Fire Department and the motion picture industry.

**Scope:**

The following list defines specific situations where a fire/life safety standby officer is required for film production activities within the City of Arcadia. The pages which follow the personnel requirements define specific regulations and expectations for all types of production activities. The additional requirements may or may not require Fire Safety Officer(s) and inspections.

**Fire/Life Safety Standby Requirements:**

A Fire Safety Officer(s) shall be required for the following:

1. Productions using any type of pyrotechnic special effects such as flame bars, weapons with blanks, and various types of smoke-producing devices.
2. Productions which involve stunts. This may include pyrotechnic special effects, the use of helicopters, automobile crashes, chase scenes, body burns, and any type of jumps which involve automobiles, motorcycles, and people.
3. Interior productions where generators, lights, and other filming equipment present a fire hazard and where set decorations and props may obstruct exits, access ways, and other building fire protection systems.
4. Interior productions which may cause the public to congregate and affect safe egress. This may be exempted if the building is provided with adequate egress.
5. Productions occurring in mountainous-brush or brush-covered lands where the potential for a brush fire exists. In addition, roads or trails traversing through such areas.
6. Exterior productions where exiting may pose a fire and life safety concern (i.e., courtyards, rooftops, etc.).
7. Productions using tents over 200 sq. ft. or canopies over 400 sq. ft.
8. All other filming activities will be reviewed on a case by case basis to determine whether the filming production requires inspection(s).

**The Arcadia Fire Department Requires Additional Specialized Permits for the Following Activities:**

A separate Fire Department permit is required for tents in excess of 200 square feet or any canopy in excess of 400 square feet. These structures shall be subject to the requirements set forth in the California Fire Code. Moreover, specialized permits shall be required from the Arcadia Fire Department for productions using helicopters, refuelers, welding equipment, flammable/combustible liquids and special effects and/or pyrotechnics (see notes below). Additionally, permits are required when performing woodworking operations, spraying and other related activities.

A separate specialized permit is required when special effects and/or pyrotechnics are used. These materials are subject to the requirements listed below.

**Special Effects/Pyrotechnics Permit and License:**

When pyrotechnics are used, pyrotechnicians shall be licensed by the State Fire Marshal's Office. It is required that the pyrotechnicians possess the appropriate State license(s) for specific applications. He/she shall have a minimum Class 2 license to perform specific pyrotechnic special effects work. In addition, he/she shall obtain a permit from the Arcadia Fire Department before performing any pyrotechnic work.

The request for the special effects permit shall include the following information:

1. Name of the operator in charge.
2. Number of licensed assistants to be employed.
3. The production company's address, phone number, and Certificate of Insurance.

\*Note: The Certificate of Insurance shall provide that the duly licensed pyrotechnic operator, required by law to supervise and discharge special effects, acting either as an employee of the insured or as an independent contractor, is included as additional insured, for all operations to be performed for production company concerned.

4. Type and quantity of special effects materials being brought to the location.
5. Type of vehicle to transport pyrotechnic materials.
6. Type of fire suppression equipment and standby personnel to be provided.
7. Location of special effects materials with respect to property and life concerns. This information shall be provided in the form of a plot plan of the location, accompanied by a list or other information source. The information will be evaluated by the Arcadia Fire Department and a determination will be made whether to assign a fire/life safety standby officer or if a periodic site inspection will be made. On the day the special effects are to be conducted, a walk-through of the planned activity shall be conducted to allow for firsthand observation by the Fire Department.

Any changes proposed from those granted in the original permit shall be noted and submitted for approval on the "Rider for Film Permit" form (Form #6). A thorough understanding of the scenes to be filmed and an adequate dialogue between the Fire Department and filming personnel is required.

The following requirements must be met for a special effects permit:

1. Designated parking location for vehicle(s) on site.
2. Posting of "No Smoking" signs.
3. Special effects area restricted to authorized personnel only.
4. Reports of injuries, accidents or product malfunctions to Arcadia Fire Department and California State Fire Marshal.

## **Fire and Life Safety Hazards:**

### **Housekeeping:**

1. All floors and closets shall be kept free from combustible litter and rubbish at all times.
2. All combustibles, waste material and rubbish shall be stored in approved containers or disposed of in an approved manner.
3. Approved self-closing metal containers shall be provided and maintained in all rooms or locations where oily rags, oily waste, paint rags, or similar materials subject to spontaneous ignition are used and stored. Containers shall be emptied daily.
4. No unnecessary dry vegetation will be permitted to exist within 20 feet of any building.
5. Stored materials shall be kept clear of exits and fire equipment.
6. If used during filming, sawdust and shavings on the floor or ground must be flame resistant or, when approved by the Fire Department, shall be kept adequately damp.
7. All hazardous materials shall be properly used, stored, and disposed of properly.
8. Smoking is prohibited in tents, storage areas, and areas where a concentration of combustibles is present.

### **Parking:**

All parking shall strictly conform to the requirements set forth in Title 19 of the California Code of Regulations, the California Vehicle Code, and the City of Arcadia Municipal Code Parking Regulations.

1. Vehicles necessary to the operation of the production shall be parked no less than 20 feet and all other vehicles shall be parked no less than 100 feet from any tent.
2. Parked vehicles shall not obstruct fire hydrants or emergency vehicle access.
3. Parked vehicles shall not obstruct pedestrian egress from buildings or tents.
4. Vehicles containing hazardous contents shall not be parked near eating areas, heat-producing areas, or areas where the public may congregate.

### **Fire, Flammable Liquids, Gases and Refuelers:**

1. Fire shall not be used in close proximity to combustibles that are not part of the proposed activity, unless they have been treated with fire retardant.
2. All equipment used to create fire shall be maintained in good working order.
3. When fire is used, fire extinguishing equipment shall be in close proximity and properly trained personnel shall stand by.
4. Propane containers shall be secured to prevent any possible damage to the container.
5. Changing of liquefied petroleum gas tanks is allowed, but refueling of empty tanks is not, except at authorized refueling stations or commercial refueling vendors.

6. Catering trucks shall have their propane container(s) secured.
7. Propane heaters shall not be used in tents, except when tent is open on all sides.
8. Only the correct size liquefied petroleum gas containers can be used in heaters or other equipment.
9. Hoses and fittings shall be of a type approved for LPG service.
10. All appliances and fittings shall be in good working order.
11. Flammable liquid safety containers shall have a maximum capacity of five gallons.
12. Safety containers shall be equipped with a spring-closing lid and spout cover so that the can will safely relieve internal pressure when subjected to fire.
13. The transference of flammable liquids shall be conducted in adequately protected and ventilated areas. All equipment and containers shall be properly bonded and grounded.
14. Exhaust spark arresters for portable gasoline powered engines, such as generators and wind machines, may be required in some areas.

\* Check with the fire inspector for your production to ensure compliance.

15. All fuels, flammable or otherwise, shall be properly used, stored, and dispensed.
16. Fuel containers and refueling tank vehicles shall be clearly identified.
17. Smoking or heated surfaces shall not be allowed in or near fuel storage, use or dispensing areas.
18. All refueling and transferring of all liquid fuels shall be conducted in an area which has provision to control and contain spills and drainage. (i.e., sandbox).
19. All equipment to be replenished shall be shut down. When refueling activities are in progress, the following guidelines shall be followed:
  - a. No smoking within 50 feet.
  - b. Fueling operations shall be attended and operated by a qualified person.
  - c. A sign stating "Flammable and No Smoking" shall be on the refueler vehicle on location.
  - d. A minimum of one 2A20BC fire extinguisher has to be located on the vehicle.

### **Set Construction:**

Construction of sets or entire buildings, either on soundstages, in studios or on location, whether before or during production, shall be checked and cleared by the Fire Department. All set construction shall be subject to the requirements of Article 87 of the California Fire Code.

### **Stunts:**

The stunt coordinator will be required to review all proposed stunts with the Fire Department and be able to supply all details, prior to the stunt(s). All productions, which involve stunts, shall be required to have a fire safety standby officer present.